

**PERSONNEL AND TRAINING BUREAU
DEPARTMENT RESERVE COORDINATOR**

NOTICE
1.12

December 30, 2014

TO: All Commanding Officers

FROM: Acting Department Reserve Coordinator

SUBJECT: RESERVE OFFICER OF THE YEAR-2014

Each year, Department reserve officers volunteer thousands of hours of their personal time in the furtherance of public safety. To honor the dedicated men and women of the Reserve Corps, the Department supports an annual event to recognize their selfless dedication to public service.

While each reserve officer deserves our heartfelt thanks, there are those who merit special recognition. In order to properly recognize those reserve officers, all commanding officers are directed to assess reserve officers in their command and nominate an "*Area/Divisional Reserve Officer of the Year.*" Commanding officers may choose as their nominee a Specialist Volunteer in lieu of a Reserve Officer. Nominations should be made on an Intradepartmental Correspondence, Form 15.02.00, addressed to the Commanding Officer, Recruit Training, Training Division.

Nominations should include the following:

- The nominee's length of service and a short biography;
- A detailed rationale why the concerned reserve officer or volunteer merits nomination when compared to other reserve officers or volunteers;
- Any other pertinent information, including attachments detailing projects/programs that the nominated individual has been instrumental in developing and/or implementing; and
- A recent 8- by 10-inch color photograph of the concerned individual. The nominee shall be photographed in a Class "A" uniform or business attire.

All submissions shall be made electronically to the Reserve Officer and Volunteer Unit (ROVU) and must contain the information outlined above.

Bureau commanding officers shall review Area/Divisional Reserve Officer of the Year nominees from within their chain of command and select a "*Bureau Reserve Officer of the Year.*" Once bureau commanding officers have made their selections, the Reserve Officer of the Year

Selection Committee will review the bureau submissions and select a "*Department Reserve Officer of the Year - 2014.*"

Note: For entities that do not have a bureau in their chain of command, the concerned group, Area or Divisional Reserve Officer of the Year will be considered by the Reserve Officer of the Year Selection Committee when selecting the overall Reserve Officer of the Year – 2014.

All reserve officers and volunteers who have been selected as Bureau Reserve Officers of the Year, or as the Department Reserve Officer of the Year - 2014, will be honored at the "Twice a Citizen" Awards Banquet which will be held on Saturday, April 11, 2015.

Nominations must be received by Recruit Training, Training Division, Mail Stop 996, no later than Friday, February 13, 2015.

Should you have any questions or concerns regarding this request, please contact Officer Keith Provin, ROVU, Recruit Training, Training Division, at (310) 342-3160.

APPROVED:



WILLIAM A. MURPHY, Commander
Acting Department Reserve Coordinator



STEPHEN R. JACOBS, Deputy Chief
Chief of Staff
Office of the Chief of Police

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